

Recalculation Scenario: Liberty School

During the CRE of Liberty School, it was discovered that the meal counts were based on morning classroom counts rather than at the point of service. This went on during the review month of December 2008 and all the previous school months.

The school must discontinue the classroom counts and conduct acceptable POS counts each day.

Once accurate POS counts are established and collected for one month, the SFA submits counts to the State Agency (SA). The month of May 2009 had a fixed meal count method.

The SA must determine a participation factor for each of the three meal eligibility categories using information gathered in the accurate month of meal counting.

The participation factor is carried out to four decimals and rounded back to 3 decimals.

Information to Encode for Each Month in Fix & Apply Worksheet:

- Encode information into Excel Fix & Apply worksheet.
- Determine the participation factor for accurate month. This is applied to each month that the SFA did not have acceptable meal counts for. (Review month and up to the time the SFA submits accurate information.)
- Determine the number of eligible children for F/R/P for the accurate month of meal counting.
- Establish the number of serving days for each month of meal counting that must be recalculated.
- At this point the Excel worksheet calculates the maximum possible meal count for the month by multiplying the number of eligible children by the number of serving days.
- Also calculates the logical meal count for the month by multiplying the maximum possible by the participation factor.
- Encode the actual meals claimed and then the worksheet calculates the difference by subtracting the actual meal counts from the logical meal counts. This is usually a decimal number.
- In next worksheet cell re-enter the whole number. This will calculate the total under or over claim by multiplying the difference times the rate.
- The worksheet will show on far right side the number of meals that were out of alignment from original claim as well as show in dollars the amount of the determined under claim or over claim.
- Repeat this procedure for each category for Free, Reduced, and Paid.

Summary:

- This is called "Fix & Apply" method of recalculation.
- When all 3 meal category calculations are computed over on the far right, very bottom of the worksheet will be a number given in dollars.
 - A minus dollar number means the agency overclaimed meals which totaled the dollar value computed.
 - A plus dollar number means the agency underclaimed meals which totaled the dollar value.